

Executive Assistant, OLC

I. SKILLS

25 YEAR RE-REVIEW

Knowledge of the organization, function and mission of CIA and its support structures, their relationships to one another and key personnel in the various organizational units.

General knowledge of the intelligence community, the entities which make up the intelligence community and their relationships to one another.

Knowledge of the Congress, the similarities and differences in the operations of the two Houses of Congress, the titles and functions of the key officers of the Congress, its committees and its members.

Knowledge of good management and operating principles, practices and techniques.

Knowledge of the responsibilities of the various professional staff members of the Office of Legislative Counsel, the committees with whom they are conducting liaison contacts, the organizational components within the Agency to whom they are primarily responsible and the particular substantive areas of responsibility which have been assigned to them.

Awareness of the Legislative Counsel's and Deputy Legislative Counsel's personal and official position regarding the Agency's relationships with the Congress and the general principles under which these relationships are conducted.

Ability to organize and supervise an efficient office operation.

II. RESPONSIBILITIES

Reviews action documents addressed to the Office of Legislative Counsel and assigns initial action to staff members in accordance with their assigned responsibilities and/or as the Executive Assistant (in consultation with the Legislative Counsel) determines on the basis of office workload.

Establishes deadlines, requests preparation of required staffing papers, assures that staff members are informed of actions pertaining to their areas of responsibility and assures that necessary coordination between staff personnel is achieved prior to review by the Deputy Legislative Counsel and the Legislative Counsel.

Supports the Legislative Counsel and Deputy Legislative Counsel in the management of the office including organizational, personnel, logistics, security, training and other administrative support matters. This includes planning, preparing, coordinating and implementing administrative and management support for the office. Serves as Office of Legislative Counsel approving officer in these areas.

Supervises the Office of Legislative Counsel Registry and has overall responsibility for the maintenance of an effective suspense system on all actions assigned to Office of Legislative Counsel.

Provides general supervision and guidance to the secretarial staff.

Submits staff papers and recommendations for the Legislative Counsel and Deputy Legislative Counsel on office policy and procedural matters as indicated.

Handles requests from the Congress on a variety of topics.

Reviews the Congressional Record for items of interest to Agency components.

III. DECISIONS

Subject to policy guidance from the Legislative Counsel and the Deputy Legislative Counsel, makes day to day management and support decisions affecting staff resources and activities.

Makes decision on reassignment of action responsibilities within the office when necessary because of absences, workload or other relevant factors.

Reviews staff member responses from the standpoint of adequacy and responsiveness and makes recommendations to the Legislative Counsel and his Deputy as appropriate.

Makes judgments about the adequacy of procedures and management techniques and initiates modifications as necessary.

IV. CONTACTS

Agency officers at all levels as necessary to carry out the responsibilities enumerated herein.

Continuing contact with CIA Executive Secretary and with the Administrative Officer/DCI.

Members and officers of the Congress directly or on behalf of the Legislative Counsel.

Executive Assistants and persons of comparable level within the legislative liaison officers of the White House and other departments and agencies.

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16-7605
30 Mar 76

EXECUTIVE SECRETARIAT

Routing Slip

By HAND
Executive Registry
76-7605

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
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7	DDO				
8	D/DCI/IC				
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SUSPENSE _____ Date _____

Remarks:

Pls phone me.

Executive Secretary
30 Mar
Date

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